



## **CANAL STREET RECREATION CENTER POOL RENTAL RULES AND REGULATIONS**

- Customers must complete the Facility Use Application below and provide a deposit.
- Attach to the application a certificate of liability insurance with the City of Myrtle Beach named as an additional insured.
- Attach to the application a list and/or sketch of tables, chairs and timing system equipment needed.
- No food is allowed on deck.
- No glass is allowed on deck.
- Everyone must abide by rules and directions of lifeguards.
- Customers are not allowed to nail anything to the doors or walls.
- No chairs are allowed on the surface adjacent to the pool windows.
- Customers are responsible for cleaning the area at the end of the event:
  1. Police the pool deck and locker rooms.
  2. Clean up all trash and lost-and-found items.
  3. Empty trash cans into dumpster.
  4. Break down timing equipment and place in storage room.
  5. Return any stopwatches or clipboards used.
- Aquatic staff will check the facility and will assess fees for any clean-up or damages.

I understand these rules and regulations and agree to abide by them.

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Center Staff Signature

\_\_\_\_\_  
Date

## **CANAL STREET RECREATION CENTER POOL RENTAL FEE SCHEDULE**

**Pool and Lane Rentals** – The City will furnish up to three lifeguards for rentals. Additional lifeguards may be required depending on the type of function and number of participants. See staffing fees below for the cost of additional lifeguards. After-hour pool or lane rentals require a minimum of three hours' rental and a minimum of three staff members (two lifeguards and one center staff) at overtime rates.

### **Pool Rental**

**City Resident**  
\$120.00 per hour

**Non City Resident**  
\$205.00 per hour

### **Lane Rental**

**City Resident**  
\$15.00 per lane, per hour

**Non City Resident**  
\$30.00 per lane, per hour

**A minimum deposit of \$200.00 is required on all rentals.** If the estimated rental cost is less than \$200, the entire fee must be returned with the Facility Use Application and Event Résumé to secure rental. The following conditions must be agreed upon prior to rental:

- Walls, floors, tables and chairs are undamaged.
- All trash is placed in cans provided.
- Kitchen/Ballroom/Banquet room must be returned to the same condition as before rental.

**Staffing Fees and Labor Costs** – Additional fees for services in connection with the use of facilities are as follows. The rates are the same for civic and non-civic users. After-hour gymnasium rentals require a minimum of three hours rental and a minimum of two staff members at overtime rates. Staffing fees charged for facility rentals during non business hours will include overtime and/or holiday rates.

- **Basic Labor during regular business hours** \$20.00/hour/person
- **Overtime Rate during non business hours** \$30.00/hour/person
- **Holiday Rate (on a City Holiday if staff is available)** \$50.00/hour/person
- **Clean-Up Costs** may be charged per site, depending on the amount of clean-up required. (\$200.00 - \$1,200.00)

**City Resident** rates are charged to those who live in the city or own businesses inside city limits. Be prepared to show proof of residency with a valid driver's license or other picture identification with the home street address listed. Copy of business license or tax bill can be shown for proof of business ownership.

**CITY OF MYRTLE BEACH  
FACILITY USE APPLICATION**

**APPLICANT NAME:** \_\_\_\_\_

**PHONE:** \_\_\_\_\_ **PHONE:** \_\_\_\_\_

(Residence)

(Business)

**ADDRESS:** \_\_\_\_\_

**CITY** \_\_\_\_\_ **STATE** \_\_\_\_\_ **ZIP** \_\_\_\_\_

**EMAIL ADDRESS:** \_\_\_\_\_

**ORGANIZATION:** \_\_\_\_\_

**ADDRESS:** \_\_\_\_\_

**CITY** \_\_\_\_\_ **STATE** \_\_\_\_\_ **ZIP** \_\_\_\_\_

**FACILITY TO BE USED:** \_\_\_\_\_

**BEGINNING DATE:** \_\_\_\_\_ **TIME:** \_\_\_\_\_ **ENDING DATE:** \_\_\_\_\_ **TIME:** \_\_\_\_\_

**DETAILED DESCRIPTION OF ACTIVITY:** \_\_\_\_\_

- 
- THE SALE OR DISTRIBUTION OF ALCOHOLIC BEVERAGES IS STRICTLY PROHIBITED, UNLESS APPROVED BY THE CULTURAL AND LEISURE SERVICES SUPERINTENDENT.
  - VEHICLES ARE NOT PERMITTED TO STOP, STAND OR PARK OTHER THAN IN DESIGNATED PARKING, LOADING OR UNLOADING ZONES EXCEPT WITH THE SPECIFIC WRITTEN PERMISSION OF THE POLICE DEPARTMENT (TO BE ATTACHED TO THIS DOCUMENT).
  - THE CITY RESERVES THE RIGHT TO APPROVE OR DISAPPROVE THE TYPE, NUMBER AND PLACEMENT OF ALL STRUCTURES, INCLUDING BUT NOT LIMITED TO TENTS, BOOTHS, DISPLAYS AND COOKING APPARATUS.
  - IT IS AGREED AND UNDERSTOOD THAT PERMITTEE IS SOLELY RESPONSIBLE FOR THE CONDITION AND CLEANLINESS OF FACILITY USED DURING THE TERM OF THIS PERMIT AND AGREES TO RETURN SAID PROPERTY IN THE SAME CONDITION AS FOUND, REASONABLE WEAR AND TEAR EXCEPTED.
  - PERMITTEE AGREES TO ARRANGE FOR AND ASSUME THE COST OF PROVIDING SECURITY AND CROWD CONTROL WHEN SUCH IS DEEMED NECESSARY BY THE CITY.
  - PERMITTEE AGREES TO CONDUCT ALL ACTIVITIES IN COMPLIANCE WITH THE LAWS OF THE STATE OF SOUTH CAROLINA AND ALL APPLICABLE CITY ORDINANCES.
  - PERMITTEE AGEES TO PURCHASE AND MAINTAIN IN FORCE FOR THE FULL TERM OF THIS PERMIT A GENERAL LIABILITY POLICY MEETING THE FOLLOWING CRITERIA.
    - 1) Coverage shall be written on an occurrence basis and provide Premises/Operations, Independent Contractors, Products/Completed Operations, Contractual and Broad Form Property Damage.
    - 2) Minimum limits of liability will be \$ \_\_\_\_\_ combined single limit per occurrence for bodily injury and property damage.
    - 3) The City of Myrtle Beach shall be named as an "additional insured" and the policy endorsed to require that the City be provided thirty (30) days written notice in the event of coverage modification or cancellation.
    - 4) A certificate of insurance will be provided to the City ten (10) days prior to the beginning date of the event permitted herein.
    - 5) Additional limits may be required to address special or unusual hazards.

- PERMITTEE AGREES UPON DIRECTION OF THE CITY TO IMMEDIATELY CEASE ACTIVITY IN THE EVENT OF INSURANCE CANCELLATION UNTIL PROOF OF COVERAGE SATISFACTORY TO THE CITY IS RESUBMITTED.
- PERMITTEE AGREES TO PROTECT, DEFEND, INDEMNIFY, AND HOLD THE CITY, ITS OFFICERS, EMPLOYEES AND AGENTS FREE AND HARMLESS FROM AND AGAINST ANY AND ALL LOSSES, PENALTIES, DAMAGES, SETTLEMENTS, COSTS, CHARGES, PROFESSIONAL FEES OR OTHER EXPENSES AND LIABILITIES OF EVERY KIND AND CHARACTER ARISING OUT OF THIS PERMIT.
- PERMITTEE AGREES AND UNDERSTANDS THAT THE CITY MAY REVOKE AND TERMINATE THIS PERMIT UPON A FINDING BY THE CITY THAT PERMITTEE'S USE OF THE FACILITY IS DETRIMENTAL TO THE SAFETY, WELFARE, HEALTH OR BEST INTERESTS OF THE CITIZENS OF THE CITY OF MYRTLE BEACH.
- PERMITTEE UNDERSTANDS THAT VENDORS, PERSONS, OR BUSINESSES PARTICIPATING IN THE EVENT OR PROVIDING PAID SERVICES TO THE ORGANIZER OF THE EVENT MAY BE REQUIRED TO PURCHASE A CITY OF MYRTLE BEACH BUSINESS LICENSE. IT IS THE APPLICANT'S RESPONSIBILITY TO ENSURE THAT EACH PERSON OR BUSINESS IS IN COMPLIANCE WITH THE BUSINESS LICENSE ORDINANCE. ANY QUESTIONS REGARDING THIS REQUIREMENT SHOULD BE DIRECTED TO THE CITY BUSINESS LICENSE OFFICE AT 843-918-1200.

\_\_\_\_\_  
 APPLICANT SIGNATURE

\_\_\_\_\_  
 DATE

**ALCOHOLIC BEVERAGES REQUESTED: YES \_\_\_\_\_ NO \_\_\_\_\_**

APPROVED: \_\_\_\_\_ DISAPPROVED: \_\_\_\_\_ CONDITIONS: \_\_\_\_\_

\_\_\_\_\_  
 REASON FOR DISAPPROVAL:

**CULTURAL & LESISURE SERVICES SUPERINTENDENT'S SIGNATURE**

\_\_\_\_\_  
 APPROVED: \_\_\_\_\_ DISAPPROVED: \_\_\_\_\_ CONDITIONS: \_\_\_\_\_

\_\_\_\_\_  
 REASON FOR DISAPPROVAL:

**CULTURAL & LEISURE SERVICES STAFF SIGNATURE**

\_\_\_\_\_  
 APPROVED: \_\_\_\_\_ DISAPPROVED \_\_\_\_\_ CONDITIONS: \_\_\_\_\_

\_\_\_\_\_  
 REASON FOR DISAPPROVAL:

**POLICE DEPARTMENT OFFICER SIGNATURE**

**MAIL OR FAX APPLICATIONS TO:**

CITY OF MYRTLE BEACH  
ATTN: WANDA BODINE  
PO BOX 2468  
MYRTLE BEACH, SC 29578  
PHONE: 843-918-1191  
FAX: 843-918-1137

**FOR MORE INFORMATION:**

TRAIN DEPOT	843-918-4906
BASE RECREATION CENTER	843-918-2380
CANAL STREET RECREATION CENTER	843-918-1465
CITY PARKS	843-918-2330

**Section 19-127 ( c ) ( 6 ) of the Code of Ordinances of Myrtle Beach provides:** In consideration of current demands on public resources made during the **month of May**, no special event permit, noise variance, or facility use permit with outdoor vending, merchandise, or food or beverage sales, as otherwise permitted by law, may be issued from May 1 through midnight of May 31 of every year, if such permit or variance overlaps or coincides with an unpermitted rally that is held forth as occurring on specified days and is reasonably perceived by the council acting in its discretion as being held in furtherance of or to take advantage of an unpermitted rally, to include either five days before or five days after the time of the rally as set forth.

**ADA Notice:** The City of Myrtle Beach will not discriminate against qualified individuals on the basis of disability in its services, programs or activities. The city will make all reasonable modifications to policies and programs to ensure that people with disabilities have an equal opportunity to enjoy its programs, services and activities. For more information, contact Docshee Moore at Canal Street Recreation Center (843-918-1465), Kevin Morris at Pepper Geddings Recreation Center (843-918-2280), Rob Cardella at Crabtree Memorial Gymnasium (843-918-2355), Dustin Jordan at Base Recreation Center (843-918-2380), Troy Marron at the Train Depot (843-918-4906), Rhonda Edge for Parks and Picnic Shelter rental (843-918-2330) or ADA Coordinator Coleman Randall (843-918-1113).

**CITY OF MYRTLE BEACH  
EVENT RÉSUMÉ**

Please complete this form in its entirety. If a question does not apply, please write N/A.

Applicant's Name: \_\_\_\_\_

**Event Information:**

Event Name: \_\_\_\_\_

Date & Time of Event: \_\_\_\_\_

Date & Time of Set-Up: \_\_\_\_\_ Date & Time of Breakdown: \_\_\_\_\_

Public or Private Event: \_\_\_\_\_ Expected Attendance: \_\_\_\_\_

Number of your staff who will be present: \_\_\_\_\_

Will this be catered, have bands or have any other outside vendors? (Y/N) \_\_\_\_\_

If yes, please explain: \_\_\_\_\_

**Details of Event:**

Is your group or organization registered as non-profit (Y/N)? \_\_\_\_\_

Is your event being sponsored by or for the benefit of a charity, religious organization, 501(c)3 coporation, civic group, fraternal organization, or mutual benevolent aid association (Y/N)? \_\_\_\_\_ If yes, please provide the name of the organization and attach a signed statement from that organization on its letterhead affirming the sponsorship or benefit to the organization. \_\_\_\_\_

Will this event have an admission fee, require tickets, charge for food and beverage, or collect money for any purpose (Y/N)? \_\_\_\_\_ If yes, please explain: \_\_\_\_\_

Do you plan to serve or allow guests to bring alcoholic beverages (Y/N)? \_\_\_\_\_

Do you plan to decorate (Y/N)? \_\_\_\_\_ What type of decorations? \_\_\_\_\_

Do you plan to display signage (Y/N)? \_\_\_\_\_ If yes, what and where? \_\_\_\_\_

Do you plan to have any structures such as tents, stages, etc. (Y/N)? \_\_\_\_\_

If yes, what kind, when will they be installed and who will install these structures? \_\_\_\_\_

Do you plan to cook on-site (Y/N)? \_\_\_\_\_ If so, how? \_\_\_\_\_

Please describe set up requirements: \_\_\_\_\_

Do you plan to have entertainment (Y/N)? \_\_\_\_\_ If yes, what kind and who? \_\_\_\_\_

Are you requesting closing of streets (Y/N)? \_\_\_\_\_ Which ones? \_\_\_\_\_

What is your plan for parking? \_\_\_\_\_

What is your plan for clean up? \_\_\_\_\_

Do you plan to use the electricity provided in the facility/park (Y/N)? \_\_\_\_\_

***(If yes, please fill out the electrical attachment.)***

Do you plan to hire off-duty police or private security (Y/N)? \_\_\_\_\_ If yes, who and how many? \_\_\_\_\_

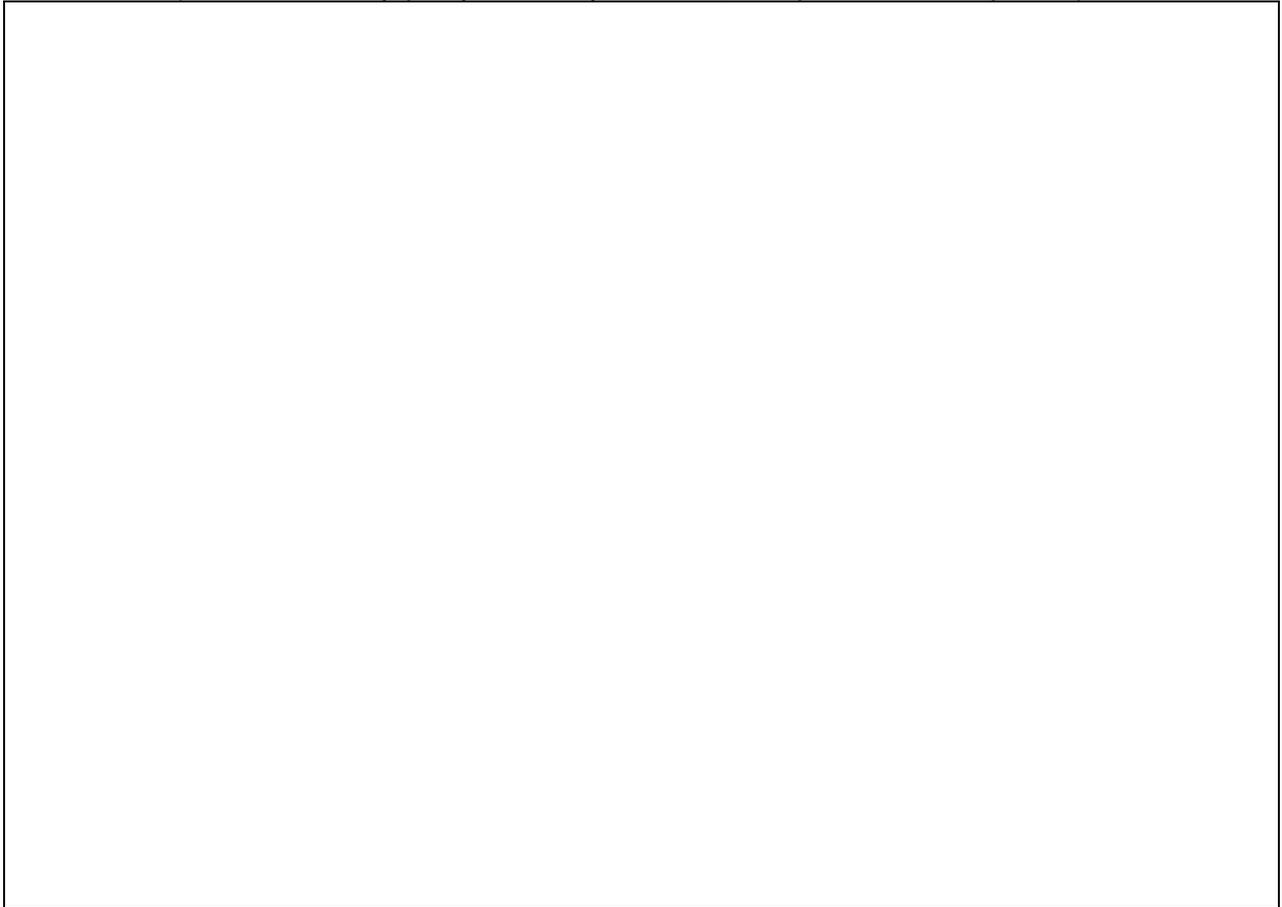
Has security been approved by Myrtle Beach Police Department? \_\_\_\_\_

What is your plan in case of medical/police emergency? \_\_\_\_\_

Please explain all activities you plan to do at the facility: \_\_\_\_\_

What area of the park/facility do you plan to use? \_\_\_\_\_

**Site Plan:** (If it's a birthday party or family reunion, site plan is not required.)



Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## EVENT RÉSUMÉ ADDENDUM ELECTRICAL NEEDS

What equipment do you plan to use that needs electricity? (If possible, give wattage and voltage for each.)

	Equipment	Watts	Volts
1.	_____	_____	_____
2.	_____	_____	_____
3.	_____	_____	_____
4.	_____	_____	_____
5.	_____	_____	_____
6.	_____	_____	_____
7.	_____	_____	_____
8.	_____	_____	_____
9.	_____	_____	_____
10.	_____	_____	_____

- Not all parks have electric circuits available. Please ask when filling out the application if the park you want to rent has electricity available.
- Equipment such as coffee makers, popcorn poppers, cotton candy machines and other cooking equipment or motor driven equipment may need to be on a circuit by itself. Please contact staff prior to your event to see if all of your equipment listed can be accommodated by the available electricity.
- If any of your equipment needs 240 volts, please check with staff to see if it is available.
- If 240 volt service is available, a licensed electrician must make any electrical “taps” required to make that equipment work.
- If a band is performing at your event and requires more than the 120 volt convenience outlets provided, please contact staff prior to tapping into the panel box. As listed above, a licensed electrician must make that tap.